

# Office Tech focus

Volume 2, Issue 2

## OT Department Success Story!

Former student, Latasha Hussey, who received her Associate of Applied Science in Office Administration in 2001 from CTC, will receive her Master of Science in Computer Information Systems this August from Texas A&M-Central Texas. Mrs. Hussey is currently a Course Support Specialist for Distance Education and an adjunct instructor for Office Tech where she teaches Computer Applications. She also teaches Keyboarding and Business Communication for Continuing Education. Mrs. Hussey brings to the OT Department many years of hands-on experience. For three years, she was an NCO Lead instructor on Fort Hood, teaching word processing, spreadsheet applications, academic research, web design, desktop publishing, and databases. Her goal is to get more involved in database administration and computer programming.



A native of St. Louis, Missouri, Mrs. Hussey has been living in the Killeen area for the past 11 years with her husband, who is retired military, and her two-year-old son, Micah, Jr. When asked if she had any words of encouragement for current and prospective OT students, she replied, "Change the way you define success. For me, success is not measured by the amount of money you make or your job title. It is getting paid to do what you love. You can't put a price tag on experience."

Our sincerest congratulations to Mrs. Hussey for her accomplishments thus far. We wish her the very best in her future endeavors! -♦-

## New Adjunct Instructors Join the OT Department

The Office Technology Department would like to extend a warm welcome to its new adjunct faculty:

- Ms. Yvette Pawlowski, who teaches online courses in Medical Transcription and Medical Terminology.
- Ms. Lacey Brown, who teaches an online course in Medical Transcription.
- Ms. Mary Sides, who teaches an online course in Medical Terminology.
- Ms. Orfilinda Leija, who is an evening instructor in the Office Technology Skills Center.

Each of these instructors has many years of experience that will be of great benefit to all our students. We hope you will take a moment of your time to welcome them to our OT department.

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## OFFICE TECHNOLOGY SCHOLARSHIP FUND

The Office Technology Scholarship Fund is approaching the \$5,000 goal! To date, we have collected close to \$4,000 in donations. If we reach the \$5,000 goal by November 2010, we will be able to begin awarding scholarships in 2011. To help with funding the scholarship we are currently selling OT t-shirts. We have only XL and 2X sizes available, for \$15. To buy a t-shirt, please see Mrs. McAnally. The Skills Center also has a penny collection jar for anyone wanting to get rid of those pesky pennies. If anyone is interested in donating to the Office Technology Scholarship Fund, stop by or mail your contribution to the CTC Foundation Office. Please specify that your donation is for the Office Technology Scholarship Fund. Remember, your donation is tax deductible!!

### Help Can Hunger

SIFE (Students in Free Enterprise) is currently collecting canned foods to help the fight against hunger. All non-perishable items can be placed in the bins located in the halls. Help us can hunger.

# \$5000 for 2010



### Office Tech Student Participates in Relay for Life

Our very own Skills Center student, Ruth Somers, participated in the Killeen/Harker Heights Relay for Life on April 30, 2010. Relay for Life is a fundraiser where participants, individually or in teams of 8-15 people, walk around a track for 24 hours, to pay tribute to those who have battled and to remember those who have lost to cancer. Relay for Life helps bring families, friends, and the community together with a goal to end cancer once and for all.

Ms. Somers, a 37-year cancer survivor has a sister, Karen, who is battling the disease. Having participated in the walk for the past five years, Ms. Somers will continue to do so as long as she can. When asked why one should get involved in the fundraiser, Ms. Somers replied, "The more help we get in raising donations, the faster we can find a cure for cancer."

If you would like to donate to Relay for Life, please visit their Web site at [www.relayforlife.org](http://www.relayforlife.org).



## Counselor's Corner

By Liz Fuentes



With her twentieth anniversary as a Vocational /Applied Technology Counselor quickly approaching, Mrs. Linda Leavitt took some time out of her busy schedule to sit down with me for a Q & A session regarding the Office Technology Department. Here are some of the questions I asked along with her responses.

- **What changes have you seen throughout the years?** Because of the bad economy and wars, I have seen an increase of women and men desperately seeking a certification or degree that would help them find a job.
- **Any success story you would like to share?** Oh gosh, there have been so many. One example would be my daughter. As a single parent, she used the skills center program for Medical Office Specialist so she could get a Monday through Friday job. Later, she went on to earn her degree in social work from Texas A&M-Central Texas. She also received her alternative certification for teaching. Some students have used the Office Technology Department as a stepping stone to improve their lives. Military wives especially, have decided to take classes instead of staying home while their husbands are deployed. They have also taken classes to improve their self-esteem. I believe women have to have individual lives whether they are single or married. This would allow them to be a better person, mom, and wife.
- **Any failures?** The only failures I have seen were on those individuals who just gave up and didn't persist in their professional goals.
- **Why is the Office Technology Department successful?** There are several reasons. You have the dedication of the instructors, flexibility of schedule, self-paced classes, and courses that meet the needs in the economy work world. Clerical people run the office. Other reasons are that the courses are constantly being upgraded, the programs are competitive in today's economy, and classes are non-traditional (no lectures). The students are limited to one or two courses at a time to give them the opportunity to meet course criteria with less stress. But the top reason for the success of the Office Technology Department is the pass or fail grading. Self-paced courses allow you to move quickly through material that is easy for you, but give you extra time on concepts and tasks that are more difficult for you.

## POFT 1325 "Blended Course"

Office Technology is offering POFT 1325 Business Math with Machine Applications as a blended course in the fall, 2010. This method of delivery is not so different. "Blended course" means that students are required to come to class on some days during the time the course is scheduled, but many activities of the class are completed through online communication.

In this particular class, the instruction for each chapter will be done in class, face-to-face. Homework assignments can be turned in electronically, and tests will be taken through the Blackboard course. The Blackboard course is always accessible to the student and will contain helpful notes and instructions to reinforce the lectures. The Blackboard course will also offer a means of communication between instructor and student and among other students in the class. It should be the best of both worlds.

We are trying one course as a blended course to see if it may be a better method for helping students arrange busy schedules. The blended course is located at the end of the Office Technology course listing in the Schedule Bulletin. Registration for the course is the same as all traditional classes.



## 2009-2010 Office Technology Graduates

The following students have received a Certificate of Completion, Associate of Applied Science, or both from the Office Technology Department. We would like to congratulate them for their hard work and dedication!

### AAS DEGREES

#### Office Management (OTOM)

LaTonja Flores  
Jasmil Greenthaner  
Alejandra Miles  
Janice Johnson  
Tiffany Moss

#### Executive Assistant (OTEA)

Patrice A. Cobb  
Latonja A. Flores



Patrice A. Cobb

### CERTIFICATES

#### Office Management (OTOM)

Rachelle Carpenter  
LaTonja Flores  
Alejandra Miles  
Karen Gabler  
Robert Gabler

#### Medical Transcription (OTMT)

Margaret Blassingame  
Edna Quarrell  
Elizabeth Scharnhorst  
Joanna Farris  
Jennifer Shirley  
Stephanie Dickinson  
Crystal Fanous  
Jo Hudson  
Melissa Jackson  
Maegan Johnson  
Lydia Keeler  
Shannon Scott  
Kathryn Sheppard  
Melissa Valentin  
Cheryl Young

#### Office Assistant (OTOA)

Eleni Brewster  
LaTonja Flores  
Alejandra Miles  
Kristine Miller



Crystal A. Fanous

#### Office Management (OTIM)

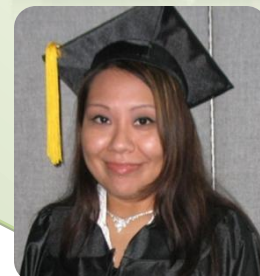
Merlinda Rhodes

#### Health Information Management (OTHI)

Nichelle Brewton  
Danielle Larry  
Lyneese Wheelock

#### Medical Secretary (OTM7)

Virginia Lewis  
Megan Rowles-Tamez  
Candy Gowen



LaTonja Flores

### Words of Wisdom

*I shall pass through this world but once, any good thing therefore that I can do,  
or any kindness that I can show to any human being, let me do it now.*

*Let me not defer it or neglect it, for I shall not pass this way again.*

*-Author Unknown*